



CITY OF SAN ANTONIO JOB ANNOUNCEMENT

111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

Assistant Economic Development Director for Special Projects

The City of San Antonio is recruiting for an Assistant Economic Development Director for Special Projects. This position is responsible for assisting the Director in planning, directing, managing and overseeing the activities and operations of the Economic Development Department including financial, small business outreach and marketing and development services. Coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over management, professional, technical, and clerical staff.

Essential job functions will include: Assists in assuming full management responsibility for all department services and activities, including financial, small business outreach and marketing and development; and recommends and administers policies and procedures. Assists in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly. Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and assists in directing the implementation of changes. Assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues. Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies; and assists in implementing and administering disciplinary and termination procedures. Assists in planning, directing, and coordinating, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures. Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary. Assists in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications. Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding economic development. Assists in responding to and resolving sensitive inquiries and complaints from both internal and external sources. Assists in reviewing and signing all higher-level department communication, including ordinances and contracts. Attends City Council meetings and takes necessary action regarding Council agenda items. Directs the research, analysis, and preparation of complex studies or reports related to current or long range economic development and employment issues. Monitors funding balances through project managers and participates in project meetings. Monitors bond and loan programs.

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Finance, City Planning or a related field; five years of increasingly responsible professional experience in the field of economic development and business retention, including three years of administrative or supervisory responsibility.

Starting salary negotiable, depending upon education and qualifications. Apply at once with letter, resume and references to the City of San Antonio, Human Resources Department, Attn: Norma Hemphill, Human Resources Administrator, P.O. Box 839966, San Antonio, Texas 78283. Open until filled.

Applications are accepted Monday through Friday 7:30 a.m. to 5:15 p.m. at the
Human Resources Department, 111 Plaza De Armas.

The City of San Antonio is an Equal Opportunity Employer.